



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This comprehensive and engaging short course will give you a deeper insight into the role of business analysts and the methods and techniques used in modern business and systems analysis environments.

If you need to understand the fundamentals of the profession and its role in developing technology-based business solutions, this short course will benefit you.

You will cover key areas such as Software Lifecycles, Requirements Definition, Business Solution Justification and Process Modelling.

The short course is delivered on request for minimum group sizes.

Target Audience

The workshop is aimed primarily at entry-level business and systems analysts or managers needing to understand the role and job functions of Business Analysts.

It is also suitable for users and project sponsors, Project Managers, IT and Management Consultants and any individual or manager that needs to understand business analysis and requirements definition processes.

Entry Requirements

There are no specific or strict entry requirements, but we recommend that you are able to apply the skills learnt immediately in the workplace.

Workplace Requirements

There are no workplace requirements for this short course but ideally you need to be able to apply and practise the skills learnt to your own job, to derive the most value.

Business Analysis

Principles of Business Analysis

PBA - IIBA® Endorsed Certification

SAQA ID: NA

NQF Level: NA

Credits: NA

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Participate in and contribute to group discussions, activities and case studies.
- Use provided ready-to-use hard and soft copy templates (including standard Microsoft applications).
- Use a range of business analysis tools and techniques and simulations to be able to apply them in the workplace.

Learning Outcomes

By the end of the course, you will have a solid understanding of the main business analysis tools and techniques and you will be able to:

- Describe a range of software processes and use information gathering techniques.
- Describe the role of business analysts and IT stakeholders in organisations, including your own.
- Perform problem analysis and define the goal, objectives and scope of a project.
- Identify business and solution requirements using requirements taxonomies such as functional, non-functional, informational and transitional methods.
- Select and use business process improvement options and conduct a feasibility study.
- Develop a business case, including cost-benefit, impact and risk analysis.
- Appreciate the modern information and process modelling techniques.
- Understand the need for project and quality management in information systems.
- Incorporate change management techniques into a systems plan.



Course Content

Principles of Business Analysis Short Course

Accreditation Body: IIBA® endorsed

SAQA ID: NA | Learning Programme ID: PBA
NQF Level: NA | Credits : NA

Software Lifecycles, Roles and Responsibilities

- Software processes, tools and techniques
- Stakeholder roles and responsibilities
- The organisational context
- The role of the Business Analyst
- Practical information gathering
- Value chain and business area analysis

Requirements Definition and Business Solution Justification

- Project initiation and setting project goals and objectives
- Scope definition and management
- Requirements elicitation
- Identifying preliminary solution options
- Completing a business case: preparation and presentation

Requirements Definition (Part 1)

- Event Analysis
- Functional decomposition
- Text-based process definition (Use Case)
- Detailed requirements specification
- Information and data modelling

Requirements Definition (Part 2)

- Interface design and prototyping
- Build a system prototype
- Solution integration and verification
- Implementation and change management



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